

SECRET[REDACTED] 76-6710
6 December 1976

25X1A

MEMORANDUM FOR: Director of Training

25X1A FROM : [REDACTED]
Course Coordinator, Career Trainee Operations
Orientation Course, [REDACTED] 25X1A

SUBJECT : End-of-Course Report - Career Trainee
Operations Orientation Course 2-77

25X1A 1. The Career Trainee Operations Orientation Course (CTOOC) 2-77 was given from 15 through 19 November 1976 at the [REDACTED]. Fifteen Career Trainees attended the course in preparation for their interim assignment with the Directorate of Operations (DO).

2. This was the second CTOOC given. The course is designed to acquaint the Career Trainees with the mission and functional organization of the DO in preparation for their first on-the-job interim assignment in the DO. In the first CTOOC given, all the trainees had several months of experience with the Agency and one interim assignment with the Directorate of Intelligence. They were, therefore, somewhat familiar with Agency terminology and the role of the DO in the overall collection process. By contrast, most of the trainees attending CTOOC 2-77 had been with the Agency for an average of eight weeks and some had been hired only two weeks prior to the commencement of the course. The lectures given were, therefore, adjusted to the level of the audience and terms peculiar to the DO had to be explained in detail.

3. Student critiques of CTOOC 2-77 indicate there are some deficiencies in the course, at least from the student vantage point:

a. CTOOC instruction on the Organization and Function of the DO, the National Security Act of 1947 and the Executive Order 11905 repeats information they received in their orientation. The solution to this is for [REDACTED] to drop these presentations in future offerings of the CTOOC.

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SECRETE2 IMPDET
CL by 063584

SECRET

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25X1A b. Management by Objective is covered in some detail by [REDACTED] Comptrollers Office. His presentation, in our judgment, is excellent even though the subject may not be all that exciting. However, since students received this information in their orientation we can drop this subject from the CTOOC.

25X1C

[REDACTED]

d. Reports Instruction. This is not a very sexy subject but it is not a dull one either. Students must learn early that this subject is very important. We will continue to present the basics of reports writing in the CTOOC.

e. The room used for instruction in CTOOC 2-77 was not ideal. It was in the basement and the ventilation is not all that great. The course was assigned this room because it was the only room available of sufficient size to handle the students during that particular time period. 25X1A We regret this but make no apologies. [REDACTED] simply had a lot of training going on during that week that necessitated assigning this group to that room. If possible, a room more appropriate to the CTOOC will be assigned to the next class.

4. In order to improve the course and to tailor it to the Career Trainees' needs, we have prepared a follow-up questionnaire for completion by graduates of CTOOC 1-77 and subsequent classes. CTOOC 1-77 trainees are now serving their interim assignments in the DO and we would like to know how well or how poorly [REDACTED] 25X1A prepared them for this assignment. A copy of this questionnaire is attached.

25X1A

Attachments:

- 1 - Course Schedule
- 2 - Course Roster
- 3 - Course Critiques
- 4 - Follow-Up Questionnaire

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SUBJECT: End-of-Course Report - Career Trainee Operations
Orientation Course 2-77

Distribution:

- Orig & 1 - Addressee, w/atts
- 1 - DDO/TRO, w/o atts
- 1 - DD/OT/TR, w/o atts

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ATTACHMENT 1


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S-E-C-R-E-T

CAREER TRAINEE OPERATIONS ORIENTATION COURSE

25X1A

15-19 November 1976

<u>DATE/TIME</u>	<u>SUBJECT</u>	<u>REQUIRED READING</u>	<u>INSTRUCTOR</u>
<u>Monday, 15 November 1976</u>			
1000-1020	Assignment of Course Materials		
1020-1035	 Welcome		
1035-1050	Security Briefing		
1100-1130	Station Briefing and C/OTD Comments		
1130-1200	Course Overview		
1200-1300	Lunch		
1300-1430	"Ring of Treason" Film		
1440-1630	Organization and Function of the DO		

25X1A


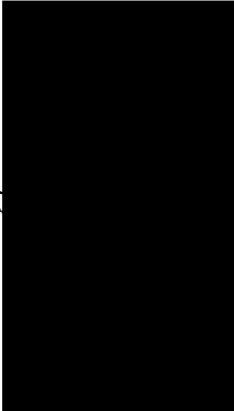
All classes will be held in Homeroom 04B; unless otherwise notified.

S-E-C-R-E-T

E2 IMPDET
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S-E-C-R-E-T

<u>DATE/TIME</u>	<u>SUBJECT</u>	<u>REQUIRED READING</u>	<u>INSTRUCTOR</u>
<u>Tuesday, 16 November 1976</u>			
0800-0900	DO Area Divisions		25X1A
0910-1010			Staff
25X1C			
1020-1100	Presidents Executive Order of 18 February 1976 and NSC Security Act of 1947		
1110-1200	Management by Objective		
1200-1300	Lunch		
1300-1500	Introduction to Clandestine Activity	Tradecraft Notebook (TCNB): Tabs 1 and 2	
1510-1630	Overview of Reporting		

S-E-C-R-E-T

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S-E-C-R-E-T



<u>DATE/TIME</u>	<u>SUBJECT</u>	<u>REQUIRED READING</u>	<u>INSTRUCTOR</u>
<u>Wednesday, 17 November 1976</u>			
0800-1000	Recruitment Cycle	TCNB: Tabs 1 and 2	
1010-1200	Intelligence Information Reports		
1200-1300	Lunch		
1300-1430		25X1A	
1440-1630			

25X1A

S-E-C-R-E-T

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S-E-C-R-E-T

<u>DATE/TIME</u>	<u>SUBJECT</u>	<u>REQUIRED READING</u>	<u>INSTRUCTOR</u>
<u>Thursday, 18 November 1976</u>			
0800-1000	Operations Reporting		
1010-1200	Operations Security	TCNB: Tabs 8, 9, 10, 11, and 12 TSNB: H/O 207.4 and 214.4	
1200-1300	Lunch		
1300-1450	Operations Cable Writing		
1500-1550	Desk Support to Field Operations		
1600-1630	Review of 		

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S-E-C-R-E-T

DATE/TIME

SUBJECT

REQUIRED READING

INSTRUCTOR

25X1A

Friday, 19 November 1976

0800-0950	Targeting Against Hard Targets
1000-1100	Headquarters Report Section
1110-1200	DO of the Future
1200-1300	Lunch
1300-1500	DO Personnel Management System
1500-	Check-out and Base Clearance

TSNB: H/O 201.4
TCNB: Tabs 3 & 4

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ATTACHMENT 4

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C-O-N-F-I-D-E-N-T-I-A-L

QUESTIONNAIRE FOR STUDENTS WHO ATTENDED
CAREER TRAINEE OPERATIONS ORIENTATION COURSE 1-77

13 - 17 September 1976

During the period 13-17 September 1976, you attended a one-week orientation course [REDACTED] designed to prepare you for an interim assignment in the Directorate of Operations. Listed below are a number of subjects which we request you review and comment on, in light of your actual experience during your interim assignment in the DO.

25X1A

A. Organization and Function of the DO

1. Was the lecture and discussion useful?
2. In light of your interim experience in the DO, what should the lecture have covered to have been more useful to you?

25X1A

C. President's Executive Order of 18 February 1976 and the NSC Security Act of 1947

Did the lecture help you understand the prevailing mood of the DO and the Congress, and the care taken to assure compliance with the guidance provided by the Executive Order?

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

D. The Review of [REDACTED]

During your interim with the DO, was it useful for you to understand the operational limitations imposed on the use of certain categories of individuals, and the authority/justification required to receive operational approval to use these individuals?

E. Management by Objective

Did this lecture allow you to understand how the DO manages its business and sets up its operational priorities in response to key intelligence questions?

F. Operational Tradecraft

1. Did the series of lectures on this subject provide you with the basic understanding of agent operations so that you could actively participate in the daily affairs on the country desk of your interim assignment?

2. Did these lectures permit you to understand the desk case files which you were exposed to and prepare you sufficiently for an appreciation of their content?

3. Did you have to ask many questions on tradecraft or operations terminology in order to understand the business at hand, or were you sufficiently prepared by the course to move right in?

4. Did the lectures on tradecraft permit you to understand why the ongoing cases you were exposed to are being run the way they are?

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

G. Intelligence Information Reports

1. Did the series of lectures and exercises on this subject prepare you sufficiently to understand the Agency's reporting format--both operational and informational reporting?

2. Without these lectures, would you have understood a typical operational cable, its slug lines, action indicators, and document filing instructions? Were you also sufficiently prepared to write your own cable to the field?

3. Was indexing sufficiently explained?

H. Desk Support to Field Operations

Was the briefing on what a Headquarters element does in support of field operations realistic; did it give you sufficient insight to allow you to integrate into the country desk activity with some degree of understanding of what was going on around you?

I. During your interim assignment, were you exposed to situations on the desk which you felt incapable of handling? If so, please comment on these situations and give us your views on whether the issue should be included in the CT00C.

C-O-N-F-I-D-E-N-T-I-A-L

SECRET[REDACTED]
6 December 1976

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MEMORANDUM FOR: Director of Training

FROM : [REDACTED]
Course Coordinator, Career Trainee Operations
Orientation Course, [REDACTED]

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25X1A 1 - OTD/[REDACTED], w/o atts

1 - Registry/[REDACTED] w/o atts

25X1A

CC/CTOOC/[REDACTED]:kdg

25X1A

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